



INDIANA DEPARTMENT OF TRANSPORTATION

100 North Senate Avenue

Room N955

Indianapolis, Indiana 46204-2249

(317) 232-5058

FAX: (317) 233-3055

DATE: _____

PROJECT: _____

PARCEL: _____ CODE: _____

This is to advise you that on _____ the Indiana Department of Transportation initiated negotiations for the property located at _____

This letter is to notify you of your possible eligibility for moving expense reimbursement if you have personal property located in the acquired right of way. To be eligible for moving cost reimbursement you must be occupying the property listed above at the time INDOT issues the notice to vacate.

There are certain requirements that must be met in order to receive a relocation payment. Payments to which you are entitled will be made available in sufficient time to allow you to remove your personal property from the right-of-way. A Relocation Specialist will assist you in preparing any eligible relocation claims.

This is **NOT A NOTICE TO VACATE**. You will be given a 30 day notice at such time as the property you occupy has been acquired and it becomes necessary that you move by a given date.

Your assistance in providing a modern transportation system for the State of Indiana is appreciated.

Sincerely,

Relocation Specialist

Please acknowledge receipt of this letter with your signature below:

Relocatee

Date